

Mr. Colby:

1. As I mentioned, Mr. Bavis is on your calendar for 3:00 today. He is meeting with the EEOO's from each of the directorates tomorrow afternoon and would like just five minutes with you to go over some of the changes you decided on.

2. Tom Yale called to say that the Quarterly DCI Voucher for the period through December will be ready to come forward in a few days. General Walters usually signs off on this, but Mr. Yale wondered if the Director might want to sign off on this last one -- for "sentimental" reasons. Yes ☐ No ☒ advised 1/31

3. You have been invited to the award ceremonies for Messrs. Carver and Karamessines, and I accepted for you. Mr. Carver's is on Friday, Mr. Karamessines' on 7 February. You have also been invited to the one for on 8 February. You are free. Accept ☒ Regret ☐

Accepted
1/30

Mr. Colby:

AT 1. [] is to receive the Career Intelligence Medal prior to his retirement, and you have been asked to present it. A retirement party is being held for him on Friday, 16 February, in the Executive Dining Room, and he suggested that it be presented to him at that time; his family will be present. Will you present the award? Yes ☒ No ☐ If so, will you do it at the party? ☒ Or do you think a separate ceremony would be more appropriate? ☐ []

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5. General Walters is hosting a lunch for Ambassador Byroade tomorrow at 12:30. Would you like to attend? Yes ☒ No ☐ If so, I'll move the Comptroller's Meeting to 2:30 (it's now at 2:00). []

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6. Mr. Houston has a few items to discuss with you. I'll set up an appointment for him. 10:30 1 Feb

X1 7. [] would also like to see you for five minutes, and I put him on for 4:30 this afternoon.

X1 8. I called [] He was not there but is to call back. If you are available at the time, I'll put the call through; but if you're not, I'll check on the dinner for you.

Barbara
31 Jan 73